Manage Word Searches in PDF Documents

Because of the many various versions and combinations of browsers (Internet Explorer 8, 9, 10, Safari, Mozilla Firefox 3,4, Chrome, Google), computer operating systems/architectures (Windows XP, Vista, Windows 7, 32bit, 64bit) and Adobe products (Adobe Reader/Adobe Full versions 5 through 10), it is impossible to provide a guaranteed solution for doing successful word searches of PDFs for every combination. PDF documents are posted on this website as fully word searchable documents.

Below are a few suggestions to possibly improve the use of the Adobe search function.

1. Make sure that your Adobe program, whether Reader or Full Version is fully updated and all patches applied.

2. Make sure that your browser has the appropriate Add On to open PDF documents with Adobe. Check with your local IT manager to confirm this.

3. If you have your Adobe set to open PDFs in your browser and you cannot use the search function, save a copy of the PDF to your desktop, double click the PDF document icon to open the document directly into the Adobe program.

4. If you have a Windows 7 PC with a 64 bit operating system, install the 32 bit and the 64 bit version of your browser.   Use the 32 bit browser program to open PDFs in the browser window. The 32 bit version may function better with the Adobe product. The version information for both the browser and Adobe program are located under "Help" on the menu bar, then select "About".   If you have a 32 bit operating system, install 32 bit programs. Check with your local IT manager to confirm your PC architecture.

5. Do not install a full version of Adobe AND an Adobe Reader on the same PC, as this will cause conflicts with both programs. Always uninstall any Adobe product before installing a newer version.

6. On Windows 7 machines the User Account Control may be restricting PDF functions, talk to your local IT manager before changing this setting.

7. Try to open your PDF for searching with different browser programs. If you are using an older version of a browser program, it may not be able to use all of the functions in a more current version of Adobe.

8. Contact your local IT department to assist you in testing various browser/Adobe Product combinations to determine what works best for your work scenario.